

Agency:

Allocation Number:

FETAL INFANT MORTALITY REVIEW (FIMR) SCOPE OF WORK

The Agency must work toward achieving the following goals and objectives by performing the specified activities evaluating the results and focusing on process and/or outcome.

Goal 1: Reduce Fetal and Infant Mortality

Timelines: All of the implementation activities identified in this Scope of Work are to be conducted within the term of this allocation's Fiscal Year.

Objective 1

Conduct a community-based FIMR Program based on MCH Branch guidelines to:

- **Examine contributing factors to fetal, neonatal, and post-neonatal deaths;**
- **Complete the data collection on up to ____ cases (Case number must be appropriately proportional to the total number of fetal/infant deaths in the jurisdiction and is subject to MCH approval.)**
- **Implement ____ interventions involving policy, systems, and community norm changes that will lead to the prevention of similar occurrences. (The number of interventions implemented is subject to MCH Branch approval.)**

Implementation Activities

- 1.1 Obtain current and ongoing local approval to conduct the FIMR program reviews.

Evaluation Process or Outcomes-

- 1.1.1 Submit local Health Officer authority letter with Annual Progress Report.

- 1.2 Develop Local FIMR Policies and Procedures, establish, facilitate, and maintain a case review and community action team, to review selected cases, identify factors contributing to fetal and infant deaths and recommended and implement changes that are designed to prevent further occurrence.

Evaluation Process or Outcomes-

- 1.2.1 Submit a master copy of the Local FIMR Policies and Procedures of the case review and community action team in 2004 – 2005, with the Annual Progress Report. In subsequent years send copies of any changes to the Local FIMR Policies and Procedures with the Annual Progress Report. (Refer to the MCH Policies and Procedures for a description of key activities and accomplishments towards maintaining the case review and community action teams; summarize accomplishments in the Annual Progress Report.)

- 1.3 Complete the data collection; parental interview, when possible; review process; and analysis of appropriate cases identifying medical and non-medical factors.

Evaluation Process or Outcomes-

- 1.3.1 Complete the following forms for each case reviewed and submit copies with the annual report:
- Case Review Summary Form”(Form 9)
 - “Fetal-infant Mortality Issues Checklist”
 - Case Vignette printed copy, (In addition, include a floppy disk containing all vignettes.)
- 1.3.2 Summarize cases on the “FIMR Case Tracking Log.”
- 1.3.3 Complete the Community Membership Form (Form 8) for:
- The Fetal Infant Mortality Review (FIMR) Case Review Team, and
 - The FIMR Community Action Team.

Objective 2

Develop periodic local summary report of findings and recommendations that address the identified contributing factors leading to fetal/infant deaths.

Implementation Activities

- 2.1 Disseminate local periodic summary report findings and recommendations to the community action team, local policymakers, the community at large, BIH, SIDS, and other local MCH programs through published reports, press releases, and presentations to increase public awareness of recurring factors causing fetal/infant deaths.

Evaluation Process or Outcomes-

- 2.1.1 In the Annual Progress Report, describe key activities and accomplishments. Submit any developed summary report with the Annual Progress Report. Keep documentation of disseminated finding on file.
- 2.2 Based on case findings, with community input, develop and implement objectives, interventions, timelines and evaluation components for identified recommendations that address systems, community norm and public policy changes.

Evaluation Process or Outcomes-

- 2.2.1 In the Annual Progress Report describe how community input was obtained and incorporated into the FIMR recommendations. Describe key activities and accomplishments including the identified objectives, implemented interventions, and the evaluation of identified recommendations.